

Approved For Release 2005/08/03 : CIA-RDP70-00211R000500040084-9

ADMINISTRATIVE - INTERNAL USE ONLY

19 June 1964

To : All Area Records Officers**From : Chief, Records Administration Staff/DDS****Subject: Forms Management Workshop***See attachment for
Attendances*

1. A Forms Workshop, specifically tailored for CIA Records Officers will be given in the near future. This Workshop which deals with the CIA Forms Program will be conducted by []
[] He will discuss those subjects that you need to know to do a good Forms job for your component. Typical of the topics to be discussed are:

- a. Why a CIA Forms Program.
- b. How does the CIA program work.
- c. What do CIA forms cost.
- d. How to get a form printed.
- e. Are you doing a good job in Forms Management.

2. The first workshop, which is for Records Officers of DDS components is scheduled for 0930, 30 June 1964 in Room 1E-78, Headquarters. DDI, DDP, DDSAT and DCI Records Officers will be notified when the Workshop is scheduled for them.

3. This Workshop has been developed for your benefit. I look forward to seeing you.

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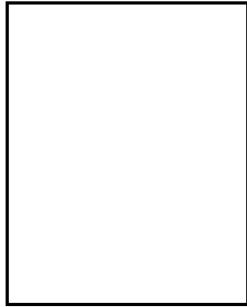
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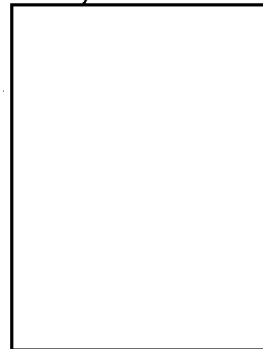
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ATTENDANCE AT FORMS WORKSHOP
TUESDAY, 30 JUNE 1964
ROOM 1E-78 @ 9:30

SD/S Group.



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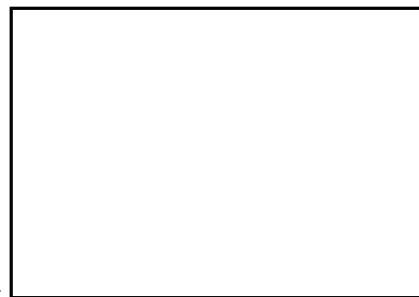


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The following members of the Records Administration Staff
attended the FORMS MANAGEMENT WORKSHOP (informal group) on 12 June
0930, 5th Floor, 1010 16th St.



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